

8. Funding

Title IA Set-Asides

A local educational agency **shall reserve such funds as are necessary** under this part to provide services comparable to those provided to children in schools funded under this part to serve homeless children who do not attend participating schools, including providing educationally related support services to children in shelters and other locations where children may live;

[1113(c)(3)(A)]

Title I targets students most at risk of failing in school. A child who is homeless and attending any school in the district is eligible for Title I services. These schools include school wide programs, targeted assistance schools, and non-Title I schools. LEAs must reserve (set-aside) a portion of Title I funds needed to provide services to eligible student in non-Title I schools that are comparable to those being received by other Title I students.

Page 32, Non Regulatory Guidance July 2004

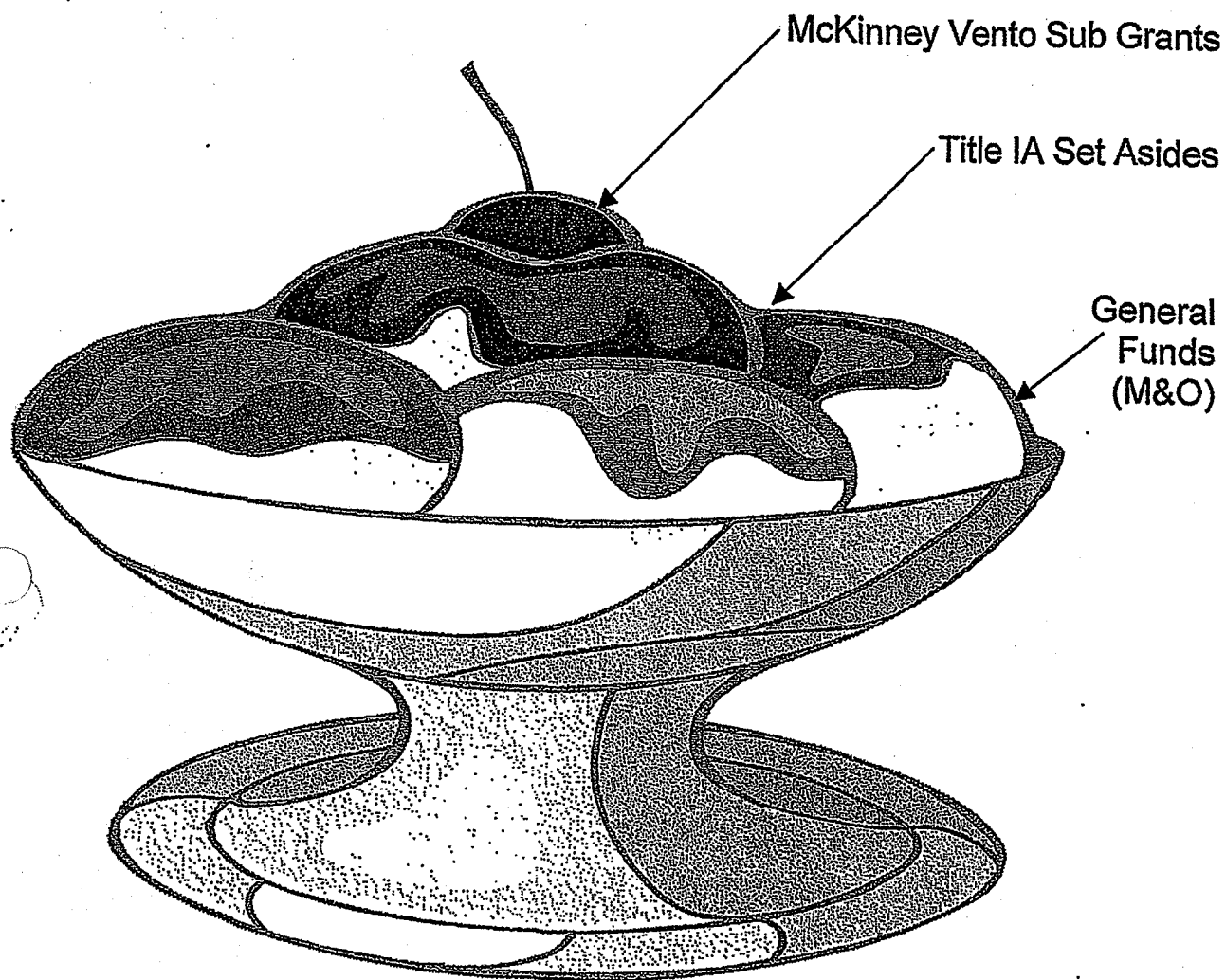
8. Funding

McKinney-Vento Sub Grants

- 2 Competitive Processes (due August 31, 2007)
 - Mini Grant – up to \$10,000
 - Sub Grant – up to \$100,000 (prerequisite >100 HCY in SAIS)
- Compliance = eligibility
- One application per year
- Scored on 100 Point rubric
 - 10 points for Budget Meeting the Need
 - 90 points for Program Design
 - Need
 - Strategies & Programs
 - Evaluation
 - Up to 3 bonus points for agency letters of support
- Appropriate uses for funding:
 - Tutoring, supplemental instruction
 - Expedited evaluations
 - Professional development
 - Referral services
 - Transportation
 - Early childhood programs
 - Services and assistance
 - Fees and costs to maintain records
 - Training for parents
 - Coordination with schools & agencies
 - Violence prevention
 - School supplies
 - Adaptation of space
 - Emergency assistance

[723(d)(1-16)]

Supplemental Sundae



Idea from Donna Bolt of Oregon's Department of Education

McKinney Vento Homeless Assistance Act – Funding Uses

LEAs must use McKinney-Vento funds to assist homeless children and youth in enrolling, attending, and succeeding in school. In particular, the funds may support the following activities:

- (1)** Tutoring, supplemental instruction, and other educational services that help homeless children and youth reach the same challenging State content and State student performance standards to which all children are held. As clearly specified in the ESEA, as reauthorized by the NCLB Act, all academic enrichment programs for disadvantaged students, including programs for homeless students, must be aligned with State standards and curricula. Additionally, when offering supplemental instruction, LEAs should focus on providing services for children and youth that reflect scientifically based research as the foundation for programs and strategies to ensure academic success.
- (2)** Expedited evaluations of eligible students to measure their strengths and needs. These evaluations should be done promptly in order to avoid a gap in the provision of necessary services to those children and youth. Evaluations may also determine a homeless child or youth's eligibility for other programs and services, including educational programs for gifted and talented students, special education and related services for children with disabilities, English language acquisition, vocational education, school lunch, and appropriate programs or services under ESEA.
- (3)** Programs and other activities designed to raise awareness among educators and pupil services personnel of the rights of homeless children and youth under the McKinney-Vento Act, and the special needs such children and youth have as a result of their homelessness.
- (4)** Referrals of eligible students to medical, dental, mental, and other health services.
- (5)** Paying the excess cost of transportation not otherwise provided through Federal, State, or local funds, to enable students to attend schools selected under section 722(g)(3) of the McKinney-Vento Act.
- (6)** Developmentally appropriate early childhood education programs for homeless children of preschool age that are not provided through other Federal, State, or local funds.
- (7)** Services and assistance to attract, engage, and retain homeless children and youth, and unaccompanied youth, in public school programs and services provided to non-homeless children and youth.
- (8)** Before- and after-school programs, mentoring, and summer programs for homeless children and youth. Qualified personnel may provide homework assistance, tutoring, and supervision of other educational instruction in carrying out these activities.

McKinney Vento Homeless Assistance Act – Funding Uses

- (9) Paying fees and costs associated with tracking, obtaining, and transferring records necessary for the enrollment of students in school. The records may include birth certificates, guardianship records, immunization records, academic records, and evaluations of students needed to determine eligibility for other programs and services.
- (10) Education and training programs for parents of homeless children and youth regarding the rights their children have as homeless individuals and regarding the educational and other resources available to their children.
- (11) Programs coordinating services provided by schools and other agencies to eligible students in order to expand and enhance such services. Coordination with programs funded under the Runaway and Homeless Youth Act should be included in this effort.
- (12) Pupil services programs providing violence prevention counseling and referrals to such counseling.
- (13) Programs addressing the particular needs of eligible students that may arise from domestic violence.
- (14) Providing supplies to non-school facilities serving eligible students and adapting these facilities to enable them to provide services.
- (15) Providing school supplies to eligible students at shelters, temporary housing facilities, and other locations as appropriate.
- (16) Providing extraordinary or emergency services to eligible students as necessary to enroll and retain such children and youth in school.

Arizona Department of Education

STEWART B. MCKINNEY HOMELESS ASSISTANCE ACT APPLICATION INSTRUCTIONS

Directions for FY2008

Directions to apply for FY2008 Stewart B. McKinney Homeless Assistance Grants are described below. The ADE will award grants of up to \$100,000 to support projects that facilitate the enrollment, attendance and success in school of homeless children and youth. The requirements for subgrants for the Education of Homeless Children and Youth can be found in the *No Child Left Behind Act*, Title X, Part C, Section 723. The applications will be evaluated based on need of the LEA for assistance and the quality of the applications as outlined in the evaluation criteria accompanying these instructions. Grant awards will not be made to LEAs that are out of compliance with state or federal requirements. Please read these directions and the additional material supplied with this information packet carefully.

Contact information:

School Effectiveness Division Programs – Stewart B. McKinney Homeless Assistance Program

For program questions, call Frank Migali at 602-542-4963. The ADE will provide a pre-application workshop for potential subgrantees. Announcements will be posted on the Calendars/Conferences/Events web page of the ADE web site at http://www.ade.az.gov/cal_conf_evnts.asp

Grants System:

For problems or General Statement of Assurances information, call (602) 542-3452 or e-mail at Grants@ade.az.gov.

On-line Access:

Call the ADE Support Center (602) 542-7378.

OVERVIEW

The purpose of the Stewart B. McKinney Homeless Assistance Program is to assist local educational agencies (LEAs) in assuring homeless children and youth have equitable instructional and non-instructional services through supplemental federal funding for homeless students pre-school through twelfth grade. The McKinney-Vento Homeless Assistance Act, originally passed in 1987 to assist homeless people, includes protections of the rights of children and youth who are homeless to attend school. The No Child Left Behind Act of 2001 (NCLB) reauthorizes the McKinney-Vento Act and expands the rights of children, youth and families who are homeless. Title X, Part C of the NCLB – Homeless Education - gives more flexibility to states and communities,

requires more accountability from schools, requires use of proven scientifically-based research, and increases parental choice.

Any LEA in Arizona may apply for a **Mini Grant of up to \$10,000** under the Stewart B. McKinney Homeless Assistance Program. Those with more than 100 students eligible for McKinney-Vento services may apply for a **Sub Grant of up to \$100,000**. An LEA may only apply for one of the two grants in a given fiscal year.

The services provided with these funds cannot replace the regular academic program and must be designed to expand upon or improve services provided as part of the school's regular academic programs. In its application, the LEA must demonstrate to the satisfaction of the ADE that its policies and procedures ensure that homeless children and youth are not segregated from the student population, that they receive equal access to and may participate in all instructional and non-instructional programs, that they are immediately enrolled at the school of origin, that the LEA provides transportation to the school of origin, and that the LEA offers parental choice.

DOCUMENTATION

Although an LEA is not required to submit a lengthy application for ADE review and approval, it is important to remember that the LEA must **MAINTAIN ADEQUATE DOCUMENTATION OF PROGRAM COMPONENTS AND ACTIVITIES FOR A PERIOD OF THREE YEARS AFTER THE FINAL COMPLETION REPORT HAS BEEN SUBMITTED** for local dissemination, evaluation purposes, and program audit and review. However, the LEA **MUST** maintain records for longer than **THREE** years for unresolved audit findings.

An LEA has the option to use any format or systematic means for documenting program activities, purposes, rationale, etc. However, the LEA is responsible and must be certain that the **ESSENTIAL ELEMENTS** of the program information have been recorded in any locally designed formats to ascertain their completeness under statutory and regulatory requirements. The assurances with the NCLB Interim and Final Consolidated Plans, the NCLB Consolidated Application, and the Stewart B. McKinney Homeless Assistance Act Application describe some of the activities that must be documented.

APPLICATION PROCESS

Each LEA must submit a **yearly application** that **establishes a budget** for the year. Note the following requirements in the application process for this year:

- ♦ All applications will be submitted on the ADE Internet Web Site (www.ade.az.gov) through a direct link from the Grants Management HOME page and will be **due by 5 PM on Friday, August 31, 2007**.
- ♦ In addition to the budget information and budget descriptions, this application includes a Supplemental Application that must be completed in order to submit the application. Applications will be evaluated based on this information, as outlined in the accompanying scoring rubric.
- ♦ The NCLB Final Consolidated Plan and Updates require LEAs to develop procedures for collecting data to establish baselines and performance targets under five goals. Achievement data must be disaggregated by a variety of categories so that performance targets for each can be written. Achievement goals for Stewart B. McKinney Homeless Assistance Act Programs should be linked to the goals in the NCLB Final LEA Consolidated Plan.
- ♦ Successful grantees will be notified following the scoring of the applications by the review panel and the approval by the State Board of Education.

To apply electronically: Electronic submission greatly reduces the processing time and improves the accuracy of the data/information you submit. The direct link to the Grants Management Home Page is www.ade.az.gov/gme/. If you do not have Internet access, contact the ADE Support Center for assistance.

In order to access the On-Line Applications, the user must have a current General Statement of Assurance on file with the Arizona Department of Education. The General Statement of Assurance is the contract between the Local Educational Agency (LEA) and the Arizona Department of Education that ensures the LEA will follow all ADE policies and procedures pertaining to the programs for which the LEA is applying. Passwords to access the On-Line Applications are issued to signatories of the current General Statement of Assurance on file with the ADE. For more information please contact the Grants Management Office at (602) 542-3452 or e-mail at Grants@ade.az.gov

ON-LINE APPLICATION INSTRUCTIONS

All Stewart B. McKinney Homeless Assistance Act Applications must be submitted electronically. Prior to beginning the on-line process, it is recommended that the LEA review the narrative questions required in the Supplemental Application section at the end of the application. These directions are available for downloading in the Application Downloads section of the Grants System. The ADE Grants System will "time-out" after one hour per page. Pages do not save automatically; each page must be saved before proceeding to the next. If you prepare narrative answers in a word processing document, cut and paste the responses into the appropriate boxes, and then save. You will be able to complete the application without losing data to system time limits. Narrative answers are not limited to the space on your screen; the box will expand to fit your response.

COVER PAGE

- ♦ Enter the name of the Project Director/Contact.
- ♦ Enter the Phone Number.
- ♦ Enter the Project Period Begin and End Dates.

The default for the BUDGET PERIOD is: Begin July 1, 2007 and End June 30, 2008.

- ♦ Enter E-mail Address(es)

BUDGET LINE ITEMS

For assistance in completing the FY 2008 Budget Line Items Report, refer to the Chart of Accounts and Expense Classifications—Uniform System of Financial Records (USFR). If you have questions or need further assistance, please call the School Finance Unit of the Arizona Department of Education at (602) 542-5695, or the Accounting Service Division of the Office of the Auditor General at (602) 553-0333. Additional copies of the USFR may be purchased from the Arizona Department of Education, Central Distribution, by calling (602) 542-3088.

- ♦ Enter budget amounts for each line item.
- ♦ Indirect Costs (rate is automatically computed). Each program has a limit on what percent of the funds can be designated indirect costs. The LEA will be unable to exceed that limit. The LEA may choose to use more of the funds in the program and establish a smaller indirect cost than the limit. Indirect costs are unallowable for property or fixed asset purchases. **Note: Some programs may limit indirect cost expenditures.**
- ♦ Capital Outlay / Fixed Assets
- ♦ Verify that Line Item Totals and Project Budget Total Amounts do not exceed allocation amount (\$100,000 for Sub Grants or \$10,000 for Mini Grants).

BUDGET JUSTIFICATIONS

- Enter brief descriptions of the program costs under the appropriate **Function and Object Code** for each line item. These **must match the line items on the Budget Line Item Report**.
- Verify Total Amount Budgeted for EACH Line Item Total and Project Budget Total.

PAYMENT SCHEDULE

- Enter the requested payment amount the LEA will need for its first month's payment. Additional payments from the balance of funds will be made from RSP (remaining scheduled payments) to the LEA by submitting monthly cash management reports. The **Final** payment schedule will be determined by ADE.

REMINDER: An LEA's payments may be interrupted if the LEA accumulates excess cash or fails to submit cash management reports on time or does not provide the Consolidated State Performance Report each year.

Select **Save/Continue** to proceed to the Supplemental Application Section. A list of the narrative items is included in this packet. You may download this file from the Application Downloads in the Grants System to your computer to complete the narrative answers, then copy and paste them into the on-line application. Since you will not be able to submit your application without completing the Supplemental Application section, **all data will be submitted on line.**

Supplemental Application Data

Provide the number of K-12 students identified in SAIS with a Homeless Need for your LEA for FY07. Note: If this number is 100 or less, your LEA is only eligible to apply for a Mini Grant, not a Sub Grant.

1. Summarize how the duties of the Homeless Liaison are assigned. Is one person responsible or are the duties delegated to several? Include the percentage of his/her job description reserved for McKinney Vento duties. Explain who will be responsible for overseeing the implementation of the Mini or Sub Grant.
2. Program Design #1 (required)
 - A. Identify and justify a specific need.
 - B. Check the applicable Authorized Activities from the list provided.
 - C. Describe the strategies and programs that will be implemented with the grant money in order to meet the need above.
 - D. Explain how you will determine that progress was made towards meeting the need.
3. Program Design #2 (optional)
 - A. Identify and justify a specific need.
 - B. Check the applicable Authorized Activities from the list provided.
 - C. Describe the strategies and programs that will be implemented with the grant money in order to meet the need above.
 - D. Explain how you will determine that progress was made towards meeting the need.
4. Program Design #3 (optional)
 - A. Identify and justify a specific need.
 - B. Check the applicable Authorized Activities from the list provided.
 - C. Describe the strategies and programs that will be implemented with the grant money in order to meet the need above.
 - D. Explain how you will determine that progress was made towards meeting the need.

Scoring:

- Compliance with the NCLB Monitoring Cycles, FY07 Homeless Data Collection, and FY07 McKinney-Vento On Site Monitoring Review (if applicable) are prerequisites. Applications will only be scored for compliant LEAs.
- Each application will receive a maximum of 103 points on the corresponding scoring rubric.
- The LEA's budget line items must match the program design, for 10 points.
- 90 points will be determined by the Program Designs. Each Program Design will be scored on a 90-point scale, and the number of Designs chosen will be averaged.
- Up to 3 bonus points will be awarded to applications that include letters of support or Memorandums of Understanding from local agencies that serve homeless children, youth, and families.
- No preference will be given to applications based on the quantity (1, 2, or 3) of Program Designs.
- LEAs with an average application score of less than 70 will not be considered for allocations.
- LEAs with an average application score of 70 or greater will be rank ordered by score.
- When multiple LEAs receive identical average application scores, they will be rank ordered by the percentage of homeless students within their total enrollment for FY07, according to SAIS.
- Funding will be allocated from the top of the rank order down, until it is exhausted.

SCORING RUBRIC FY08

(One will be used for each Program Design submitted)

1. The LEA's budget line items match the program design. (10 points possible)
2. Summarize how the duties of the Homeless Liaison are assigned. Is one person responsible or are the duties delegated to several? Include the percentage of his/her job description reserved for McKinney Vento duties. Explain who will be responsible for overseeing the implementation of the Mini or Sub Grant. (informational only - not scored)

3. Program Design # _____

A. Identify and justify a specific need. (30 points possible)

- ☐ Need is compelling. (6)
- ☐ Addresses services that are/are not available in the area. (6)
- ☐ Supported by data (qualitative and quantitative). (6)
- ☐ Identifies the approximate number of homeless students to benefit from the program. (6)
- ☐ Clearly impacts the enrollment, retention, and educational success of homeless children and youth. (6)

B. Check the applicable Authorized Activities from the list provided. (not scored)

C. Describe the strategies and programs that will be implemented with the grant money in order to meet the need above. (30 points possible)

- ☐ The proposed program and services clearly align with the identified need. (5)
- ☐ Includes a description as to how the program and services will expand or enhance existing services. (5)
- ☐ Services are clearly supplemental. Funding is NOT to be used to fund existing programs. (5)
- ☐ Identifies and describes key community partnerships, including coordination with local and State agencies that serve homeless children, youth, and families. (5)
- ☐ Prioritizes direct services to students and their families. (5)
- ☐ Action steps are apparent for implementing the program. (5)
- ☐ Identifies the position and percentage of time of all staff funded under this program, if applicable.

D. Explain how you will determine that progress was made towards meeting the need. (30 points possible)

- ☐ Sets measurable objectives that align with the needs and program design. (6)
- ☐ Identifies a variety of data sources to track and document the impact of the program (6)
- ☐ Identifies possible sources of written evidence to demonstrate progress towards meeting the identified need. (6)
- ☐ Includes timelines and benchmarks for evaluating program implementation. (6)
- ☐ Indicates, specifically, who is responsible for tracking and documenting the progress of homeless children and youth. (6)

E. Bonus points (3 possible)

Up to 3 bonus points will be awarded to applications that include letters of support or Memorandums of Understanding from local agencies that serve homeless children, youth, and families. Letters must be mailed to Frank Migali at ADE, 1535 W. Jefferson St. BIN #14, Phoenix, AZ 85007 and must be postmarked by August 31, 2007.



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

Revised July 26, 2007

**Title I, Part A
Education of Homeless Children and Youth
Arizona Guidance**

NCLB Section 1115(2)(E) of Title I law states, "A child who is homeless and attending any school served by the local educational agency is eligible for services..."

There are two types of Title I services: support services and educational services.

Support services include services that are not ordinarily provided to other Title I students and that are not available from other sources, such as eye glasses, dental services, birth certificate, immunizations, school supplies, uniforms, etc.

Educational services include instructional services, such as tutoring, remedial programs, extended day, summer programs, family literacy, etc.

Homeless students within Title I local educational agencies attend schools within one of the following categories:

- Title I schools with School wide programs
- Title I schools with Targeted Assistance programs
- Non-Title I schools

Homeless students in all 3 categories are eligible for Title I **support services** and should receive such services based on their individual needs. Title I funds that are "set aside" should be used to assist Homeless students in accessing an education equitable to that of their permanently-housed peers so that they are able to meet the challenging content of the Arizona Academic Standards.

Homeless students in School wide programs must receive Title I **educational services** comparable to those of their peers. In a school wide program, all students benefit from Title I **educational services**. Students who need extra learning time to meet the Arizona State Standards must be provided with timely additional assistance that is tailored to their needs.

Homeless students in Targeted Assistance programs must be included in the rank order process upon enrollment. The targeted assistance process involves integrating multiple educational measures, rank ordering eligible students by academic need, and serving those most at-risk of failing to meet the Arizona State Standards. Homeless students have a federal right to be included in the rank order process, but they may or may not ultimately receive **educational services**, depending on where they fall in the rank order.

Homeless students in Non-Title I schools must be individually assessed for academic need upon enrollment. If, based on this needs assessment, the school determines a Homeless student is at risk of failing to meet the Arizona State Standards, the student shall be provided **educational services** comparable to those offered in the local educational agency's Title I schools. Educational services should be offered on a case-by-case basis.

NCLB Section 1113(c)(3)(A) states that an LEA "shall reserve such funds as are necessary" to provide services to homeless children and that these services must be comparable to the services the district provides to children in Title I, Part A schools.

Section 200.77(a)(1) of the Title I Regulations states that LEAs "must reserve funds as are reasonable and necessary" to serve homeless children.

In keeping with these statutory requirements, the Arizona Department of Education, Academic Achievement Division, is requiring that all Local Education Agencies receiving Title I allocations reserve or "set aside" a minimum of .5% (half of a percent) of their Title I allocation or \$100.00, whichever is greater, to meet the needs of students experiencing homelessness, according to the *McKinney-Vento Homeless Assistance Improvements Act of 2001*. Your NCLB Specialist will require that you designate this "set aside" in your fiscal application.

If an LEA has not exhausted the funding set aside for such purpose by February of the following year, the remaining funds can be amended back into the Title I budget.

If you have any further questions, please do not hesitate to contact your designated NCLB Specialist, Nancy Konitzer, Ralph Romero, or Frank Migali.

Suggested Uses for Title I, Part A Homeless Set Asides

Key questions to consider:

What can be done to supplement existing efforts to close the achievement gap?

What educational support will increase their opportunity for success?

- To assist a homeless student with services that are not ordinarily provided to other Title I students and that are not available from other sources. (eye glasses, dental services, birth certificate, immunization, etc.)
- To provide educationally-related support services to children in shelters and other residential locations.
- To support extended-day and summer activities.
- To provide tutoring or supplemental instruction to students at risk of school failure.
- To provide school supplies or supplies for special school projects (art, home economics, science, etc.)
- To provide school uniforms or specialized clothing for participation in school activities.
- To pay fees required for participation in school activities (field trips, snacks).
- To meet basic needs of students experiencing homelessness (clothing, supplies, health services) so that they may participate more fully in school.
- To support parent involvement activities to assist parents in homeless situations.
- To provide outreach services to students living in shelters, transitional living programs, motels, and other temporary residences.
- To provide research-based programs that benefit highly-mobile students.
- To collect data on students experiencing homelessness as part of the overall district-wide data collection system.
- To provide professional development designed to raise awareness among educators and staff on homeless issues and rights.

*Other activities may be allowed. For assistance, please contact
Frank Migali (602) 542-4963 or Ralph Romero (602) 542-7462.*